

STEERING COMMITTEE MEETING MINUTES
January 8, 2009 / 10:00 AM
584 Main St, Athol Town Hall, Athol, MA

IN ATTENDANCE: Chris Montiverdi (Worcester); Lee Jarvis (Spencer); Darlene O'Connor (Leicester); Andrew Pelletier (Auburn); Dorothy McNamara (Fitchburg); Michael Burns (Fitchburg); Roger Mallet (Orange); Lois Luniewicz (Grafton); Deborah Karan (Athol); Kalene Garbart (NABH); Wibbie Swedberg (Westminster); Missy Kakela-Bottoms (Menden); Lennie Izzo (Hopedale); Philip Leger (Athol); Joyce Crouse (Templeton); Sandra Knipe (Hubbardston); Paul McNulty (Westborough); Kerry Clark (Reg II PHEPC); Shawn Winsor (Reg MRC Coord); Seth Peters (Reg II PHEPC); Ken Gikas (Reg II PHEPC); Sara Delisio (Reg II PHEPC); Forrest Price (Reg IIPHEPC).

On Conference Call: Jamie Terry (Northborough); Cheryl Rawinski (Sutton); Bill Fisher (Medway); Barry Lein (Reg II PHEPC).

Visitors: Kate Kelly, Massachusetts Department of Public Health, Assistant Strategic National Stockpile Coordinator.

The Meeting was called to Order by Chairman Chris Montiverdi at 10:20am. He started the meeting by having all individuals present at the meeting introduce themselves for the benefit of those participating by conference call.

Minutes of the October 23, 2008 Steering Committee Meeting were presented for approval. Lenny Izzo made a motion to approve the minutes and this was seconded by Phil Leger. Sandi Knipe stated that her name should have been added to the list of attendees. The motion was passed unanimously.

Next Meetings:

- Executive Committee: 9:30am on Thursday, January 22, 2009 at 25 Meade St, Worcester (the Senior Center will be the alternate).
- Executive Committee: 9:30am on Thursday February 12, 2009 in Worcester (25 Meade St. or the Senior Center).
- Executive Committee/Steering Committee: February 26, 2009 in central Worcester County (exact location TBD).

Guest Speaker: Chris introduced Kate Kelly from the MDPH. Kate talked to the group about the Strategic National Stockpile program. She is part of a three-person team in Massachusetts which also includes Dr. Bob Paone and Carly Foster. They work with the CDC to warehouse medications and provide transport to towns when required. The CDC will be offering a Public Information Communications Training at two locations in the state around February 05. Space is limited at these trainings.

Kate then talked about the program and the system for transporting medications to the EDS sites. She stressed the use of the Emergency Dispensing Site Information Update Form to insure they had all of the current information on our sites. This includes any changes in communities with multiple EDS sites.

SNS will deliver medications to Long Term Care Facilities, Correctional Facilities, and Rest Homes. Communities will be responsible for supplying Assisted Living Centers and Group Homes.

Some communities have done door-to-door dispensing exercises and these have generally gone very well. Kate encouraged people to look at alternate dispensing methods if they might serve their communities better. The SNS program has looked at drive-through dispensing to see if this might work.

Phil Leger asked Kate if anyone has tried drive-through dispensing with pharmacies. Kate said that she has not heard of anyone doing this and further stated that there might be some problems with this method.

Lenny Izzo said that Hopedale had used their highway barn for a drive-through and it seemed to work well.

Kate went on to state that Massachusetts had looked at providing additional guidance on dealing with people who needed additional help in the dispensing location.

There are some documents available on dealing with people who cannot swallow pills. The state is working on providing some guidance in this area. Doxycycline is one medication they are looking at.

Phil Leger asked if flu vaccine will come with syringes. Kate said that flu vaccine would come from the Immunization program and that the SNS might help distribute it. She also stated that towns could purchase syringes with coalition funds as long as they are used for emergencies and exercises. The CDC is considering purchasing syringes for their stockpiles.

Kate then addressed and described the CHEMPACK program. This program would generally be handled by first responders instead of BOHs, but she suggested that BOH personnel take one of the module trainings in order to be able to talk about the situation if asked. She also talked about the program to distribute Potassium Iodide in the event of large-scale radiation exposure.

Kate gave everyone the email address for the state SNS Program Team in the event people had any questions. She also stated that a new EDS Toolkit will be online for people to use. In addition she has worked on new EDS guidance that should be out soon.

Chris asked Kate if she knew how much of a stockpile of anti-virals the state possessed. Kate did not know how much there was but could find out. Chris said that this was a recurring question since hospitals wanted to know how much they should stock.

Program Manager Report: Kerry Clark

- Kerry briefed on the email he had sent out with program updates.

Host Agency Report: Chris Montiverdi

- Chris had no updates to report. Everything was moving along as it should.

Mutual Aid: Andy Pelletier

- Andy briefed that 44 communities had signed up to the Mutual Aid Agreement with a few more expected in.

- Andy then mentioned that the recent ice storm was an opportunity to exercise the mutual aid program but that people did not know how to contact others. He asked if a combined 24/7 Call Down List could be provided for the region. Chris said that there have been some lessons learned from the ice storm. He also said that Kerry, Seth, and Shawn had been calling around to the communities and shelters to see what was needed. But the 24/7 lists were not broad enough to encompass everything. The list may need to be expanded to include emergency contacts such as dispatch or the EOCs. Kerry stated that for communities that had internet access, the Scoreboard on our website contains a tab which lists the contact points for our communities.
- Wibby Swedburg asked if any communities had set up alternate public contact methods such as using commercial radio stations. Shawn Windsor stated that alternate contact methods were going to be explored at a future DPH meeting.

Homeland Security: Chris Montiverdi

- Chris briefed that Kerry had sent out a notice that the Central Region Homeland Security Council was scheduling a meeting later this month to provide an overview of their programs to the region communities. This will be a public meeting to meet the council members, get an overview of what the council has done in the past five years, see what types of equipment has been purchased, and get an update from each of the council committees in their respective areas. They will also brief on the funding available for the next two years and some of the projects which could be funded with this money. This will be on January 29th at the Hoagland-Pincus Center.
- The Reverse 911 system went down during the ice storm due to the Sheriff's Department losing power and phone lines. They had to operate out of their communications vehicle for the first few days until power could be restored. Once power was restored they could push out messages if the local areas had power and phone service to receive these messages. The storm was responsible for a lot of lessons learned in this area.

Local and State Advisory Committee: Sandi Knipe

- Sandi stated that there was no meeting due to the storm and it has been re-scheduled to February 2nd.

Committee Reports:

Personnel Sub-Committee: Lenny Izzo

- Lenny briefed that Forrest Price and John Degnan had been hired as Program Consultants.
- Kerry also briefed that they are looking at bringing on two more individuals, one of whom had previously worked for the coalition in EDS planning while the other who has vast knowledge EMS and planning. Both will probably be part-time personnel. This will bring us up to two full-time and four part-time consultants.

Equipment/Acquisition/Training Sub-Committee: Sandi Knipe

- Sandi has planned an EAT sub-committee meeting for next week. Topics will include the Satellite phones and how they will be strategically placed and managed in the region, the Motorola radios and their batteries, EDS signs for communities that request them, and the NACCHO Conference which will be held February 18-20 in San Diego. Both Sandi and Kerry felt that some of our people who wanted to go to the conference should be allowed and supported.

- Kerry briefed that the recently cancelled Amazon book order. He received permission from DPH to keep this money and submit a new order through Barnes and Noble.

Strategic Planning Sub-Committee:

- Chris said that the committee is re-organizing so there is nothing to report.

MRC Sub-Committee: Jaime Terry

- The previously scheduled meeting had been cancelled. Jaime said that she would be able to participate by conference call if we scheduled another meeting sometime in February.
- Chris said that the state was trying to get the MRCs together on the 13th to do a lessons learned de-briefing to learn what worked and what didn't. A lot of the shelters in the region were staffed by MRC members, especially from the eastern part of the state. Regions 4A, 4B, and Boston sent a lot of people (almost 200). We had a lot of trouble trying to get our local people because they were themselves impacted by the storm.
- Phil Leger brought up a point about EMDs thinking that CERT-trained personnel were more appropriate for shelter operations than MRC members. In his experience it seems that MRC members are thought of as more medical people (doctors and nurses) than shelter staff. He thought that our Public Health and Emergency Managers could use some shelter training. Chris stated that the Red Cross would provide shelter operations training to communities. He said that the regional Red Cross chapter personnel have gone around to communities to assess shelter sites and community shelter plans, and offer shelter training. We are looking at getting our MRC members shelter training. Many of the MRC members from regions 4A, 4B, and Boston who responded to us were trained in shelter operations. The lessons learned from this ice storm are helping to remove some of the existing "barriers" between MRCs, CERT Teams, and the Red Cross and showing how they all can work together for the benefit of the community and the people.

New Business:

- One member asked if any shelters did CORI checks on people coming in. Chris stated that CORI checks take two-three weeks to come back and that a quicker method would be a BOP (Board of Probation) check to see what kind of a record a person might have. Worcester did this but Chris was not aware if any other shelter did. The pros and cons of doing this were discussed and Chris stated that shelter operations were an Emergency Manager's responsibility so the EM should be looking at this. Kerry brought up the issue of liability. If you do identify a person with a record, do you turn them away? How do you handle this situation?
- Chris then supervised the election of one primary and two alternate Executive Committee members. The alternates could attend meetings and, if there were any missing committee members, the alternates could participate as voting members. There were only three people who expressed interest in running so members were directed to vote for one person as the primary and the other two as alternates. The candidates are:

Lee Jarvis – Spencer
 Roger Mallet – Orange
 James Philbrook - Charlton

- Members on the conference call were asked to either call in or email their choices.
- Kerry will advise committee members later of the results of the election.

The meeting adjourned at 11:43am.

Results of the election:

Lee Jarvis – Primary member

Roger Mallet – Alternate member

James Philbrook – Alternate member

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